

Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply all" command during email correspondence.

Educational Use of Email

Faculty will determine how electronic forms of communications (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This policy will ensure all students will be able to comply with the email-based course requirements specified by faculty. Faculty can therefore assume students official university email accounts are being accessed, and faculty can use email for their class communication needs accordingly.

IMMUNIZATION POLICY:

Mount Marty University requires all students to full immunization records prior initial registration or the first day of classes. Students who do not provide immunization documentation may be subject to exclusion from class if it is determined that there is a contagious disease outbreak on campus. If an individual can neither prove current immunity nor submit to vaccination, they will be subject to exclusion orders as recommended by the South Dakota Department of Health. In these cases, Mount Marty University will make reasonable efforts to accommodate the exclusion order, but accommodations may not be possible in all cases. Mount Marty University, in cooperation with the South Dakota Department of Health, will respond to public health emergencies caused by the outbreak of contagious diseases.

MISSING PERSONS POLICY:

For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, family member, or other campus personnel has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than Campus Security, the employee receiving the report will ensure that Campus Security is contacted immediately.

Procedures for designation of emergency contact information

Students age 18 and above or emancipated minors: Students will be given the opportunity during each semester registration process to designate a confidential contact person to be notified in the case that the student is determined to be missing, and that only authorized campus officials in the furtherance of a missing person investigation may have access to this information. If a student does not provide the confidential contact information, emergency contact designee will remain in effect until changed or revoked by the student.

Students under the age of 18: In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

- Any individual on campus who has information that a residential student may be missing must notify Student Affairs and Campus Security as soon as possible.